

READVERTISEMENT

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604**

VACANCY ANNOUNCEMENT

October 8, 2008

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TITLE: Independent Living Program Manager
POSITION NO: 10030
LOCATION: Disability Services Division, Helena
STATUS: Full-Time/Permanent
UNION: MEA/MFT
PAY GRADE: Pay Plan 20, Pay Band 6
STARTING SALARY: \$33,136 - \$41,420 annually. Depending on qualifications and internal equity.
SUPPLEMENT: Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, October 23, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: The Independent Living State Plan may be viewed at <http://www.dphhs.mt.gov/dsd/silc/stateplan2008.pdf>. The job profile is available and may be obtained by calling (406)444-3136. People with personal experience with disabilities are encouraged to apply.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position researches, plans, implements, monitors, and evaluates the federal/state independent living program in Montana. Specific duties include staffing the Statewide Independent Living Council (SILC); working with the SILC to write the Independent Living State Plan; interpreting federal/state laws relating to Independent Living; developing and implementing system change activities; negotiating

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contracts; conducting research projects; providing technical assistance on Title VII of the Rehabilitation Act; writing administrative rules; providing training on Americans with Disabilities Act (ADA) issues; and providing information and guidance to division staff.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

Knowledge: Knowledge of program planning; independent living programs for persons with disabilities; federal/state disability legislation, rules and regulations including Rehabilitation Act and the ADA; independent living philosophy and how that philosophy is put into practice at Centers for Independent Living; and supervisory practices and techniques.

Skills: Strong skills in organization; oral and written communication; and in the use of personal computers including word processing.

Abilities: Ability to initiate projects and work independently; plan, organize and direct comprehensive statewide programs; develop and implement work plans; establish and maintain effective working relationships with employees, other agencies, and the public; facilitate groups; and serve as a leader, spokesperson and positive role model on behalf of Montana's Independent Living Program.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in any field (prefer human services, or public/business administration) **AND** three years of progressively responsible professional experience in programs serving people with disabilities. Preferred: experience in independent living programs; at least one year of program management experience; and personal experience with disabilities.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school are **required and may be submitted at any time up through time of interview.** (*Only degrees

from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements); and

4. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Independent Living Program Manager
Position: #10030
Location: Disability Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your independent living experience. Be sure to include items such as your experience with disabilities, working for an independent living center or independent living program, etc.
2. Please describe your program management experience. Program management includes researching, planning, implementing, monitoring, evaluating, coordinating and collaborating. Please do not include direct service experience such as working directly with consumers.